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Platicamos-ARMA

Northern New Mexico Chapter

Volume 3, Issue 8
March 2002

President's Message—By Barb Ricci



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Spring is in the air, with all this warm weather many of us are headed on vacation or eager to get outside and have some fun. Enjoy! Membership do we have some great plans for our upcoming months. ARMA International has designated the entire month of April as Strategic Information Management Month (SIMM), what a wonderful opportunity to have an array of new projects, educational sessions, full membership drive, a membership recognition and community relations projects. We are currently in the planning stages of some great ideas and want any member who is interested in helping us out to contact either Karen Kreutzer or myself. I want to get a head start on April since it is just around the corner because we are planning on making April a successful Northern New Mexico ARMA SIMM and we want you to participate in the events. (See article on SIMM within the Newsletter plus some of our SIMM ideas).

Thanks to the membership who attended our February meeting, our presenter Judge Alan Kirk was just great. He spoke to the group about our own Code of Professional Responsibility (AL 040) and what his code of professional responsibility was to the public he serves. The bottom line in his message, "Don't Play" be honest, have integrity and always be professional. Then he spoke further on how judicial records are kept, maintained and archived. The membership in attendance enjoyed the topic and learned how the judicial system works within our communities. Great job, Judge Kirk.

We are on our second COTY meeting and thanks to the participating group we are ready to begin our first draft. We should all be proud of the accomplishments that have been achieved by this dedicated group and we have a whole lot to share with our ARMA family. If you haven't joined a committee and are interested in getting involved let us know. You can drop an e-mail to me at bricci@imagicdzi.com or let me know what you would like to see happen in your chapter, like to learn, or are interested in changing. As your board of directors it is our duty to listen and make the necessary opportunities available. Just let us know. Have a wonderful March and I hope to see you at our next membership meeting for the State Library tour in Santa Fe. Also don't forget to take advantage of the Spring Seminar, planned for **April 25** at a SIMM discounted rate for members only at **\$75.00** with our main speaker and new ARMA International President – Juanita Skillman, CRM, FAI. Mark you calendar and register early, you are sure to have a great learning experience ~ registration brochures were sent via e-mail or can be printed off our web site at <http://www.lanl.gov/nnmarma/>.

Robert Upton and Leslie Monsalve-Jones

March Program Speakers—Liddie Martinez

Hello Everyone! Thanks to those of you who were able to participate in the February ARMA Chapter Meeting. We had a great time learning about the complexities of Judicial Records Management from Los Alamos County Municipal Court Judge Alan Kirk. During the session our Northern New Mexico ARMA Chapter members also participated in a Professional Development Session reviewing and discussing the Code of Professional Responsibilities conducted by Judge Kirk in his courtroom. Copies of the ARMA Code were distributed to the members present.

In March we have made an adjustment to our regular monthly schedule. Since many of our members will be in Albuquerque attending the Rio Grande Chapter's Spring Seminar the third Thursday of March, we have moved the monthly meeting to Thursday, March 28, 2002. It will be held at the New Mexico State Library in Santa Fe. Our speakers will be Robert Upton, Public Information Officer in charge of publications at the New Mexico State Library and Leslie Monsalve-Jones fellow ARMA member, and part-time employee for New Mexico State Library.

Mr. Upton has held the Public Information Officer's position since 1989. During that time he has produced the State Library's weekly newsletter, the Hitchhiker, which comes to some 650 issues so far. Conducting tours of the New Mexico Library, Archives, and Records Center building and other sundry tasks provide him with a nice change of pace from the newsletter. Armed with no more than a degree in English Literature and a willingness to survive, Robert has been a resident of Santa Fe for 28 years and will admit, when pressed, to being a "professional Santa Fean. I've done all the things you have to do to make a living here."

Leslie Monsalve-Jones, works part-time for New Mexico State Library in the State Publication Program and the Collection Maintenance Program. She currently attends Northern New Mexico Community College part time working towards a Library Science degree. She has been actively involved with ARMA since 1989 and has been a member of various chapters in the United States. She has held the Records Manager position for Varsity Corporation of Toronto and also Freed, Maxi, and Sachs Corporation of Buffalo, New York.

Please mark your calendars with the new March Meeting Date and don't forget your brown-bag lunch – see you at the library!

Advice from the Judge:

February Speaker Judge Kirk says
"Always have professionalism and
integrity in your professional
responsibilities, "Don't play".

Don't miss out on next month's
presentation!

What is SIMM?

By Barb Ricci

Many of you have heard us talking about exploring SIM and have heard us talk about our plans for SIMM. However, some members may still remain unaware of the Strategic Information Management Month (SIMM). ARMA International has designated April for SIMM but also has dedicated a new online resource that is targeted toward records and information management professionals who are interested in exploring how they and their programs can become strategic, competitive assets to their organizations. This informative site will examine basic concepts underlying strategic information management. The site will include a list of resources, such as books, Web sites, white papers, articles, etc., that will assist in your exploration of SIM. This information is available to all ARMA members just log on the ARMA International web site at www.arma.org and *Explore SIM*. So take advantage of another resource made available to all membership, so enjoy exploring, reading, sharing and learning.

According to the first issue (posted on January 15, 2002) SIM has been championed by IT which in the past has been technology focused. The difference now is the strategic part of information management, which explores a broader spectrum of information management. With today's changing world, RIM professionals are challenged to reposition themselves and their programs and in doing so they will ensure their relevance to their organization in the long-term. They will require RIM professionals to learn a new perspective. Our current record information management community does know its business – policies, procedures, information classification structures, retention and disposition schedules, essential records, disaster recovery planning, electronic records management, but they do not typically know and understand the concerns of the executive in their organization – the decision maker. The information management professional does not typically know what drives the executives' decision-making. That makes positioning the information management program, as a mission-critical program can be a challenge, at best ~ according to the article "The IM building Blocks."

The NNMARMA Chapter has dedicated our year to learning and sharing. We feel we have done a great job of bringing our membership opportunities in our monthly presenters, workshops and seminars. Our chapter's committees have been active and participative and we have some great SIMM plans that you can join in and share, learn and enjoy. Past president, Karen Kreutzer and myself are chairing this committee and have a list of plans for April. Remember, any interested member that would like to assist us is always welcome, just give Karen or myself a call. Highlighting some of our plans to kick off the month include:

- Informational activities that will allow our membership to share with their organization's peers and decision makers.
- We will assist you by creating a public relations campaign that will focus on SIM by offering an informative presentation to you and your decision makers, articles on SIM will be sent to editors at local newspapers, radio spots and possibly a cable infomercial highlighting the month and topic.
- We will ask local government to recognize the entire month to SIMM and will obtain proclamations and letters of support.
- Community Events will be focused on by involving our Chapter in activities or events happening in our tri-area during the month of April. We will place our display board introducing our Chapter and SIMM.
- School Involvement – we will identify a group of young students (4th – 6th graders) and have them interview an elder and record a significant event or a specific part of their family history. This will begin with a lesson on the importance of record keeping our culture, heritage and wisdom.
- An entire month will be designated as our "Membership Drive" this will boost our membership and well as our participation.
- End our month with our Spring Seminar featuring our newly elected President for ARMA International – Juanita Skillman, CRM, FAI.

Our goal is to assist you in making this transition from a RIM professional to a SIM professional. It starts with awareness, then support, learning and new opportunities.



“The Automation, Management and Regulations of Records in the 21st Century” Plus Records Management Software Demonstrations-Sherrie Guthrie

Best seminar ever coming your way this spring!

Meet Juanita Skillman, the new ARMA International President. She's going to divulge the secrets for getting the most out of new RIM technologies. Then she's going to tell us how to "tweak" what we already know to help us manage electronic records, and finally, she'll demystify the new regulations we face, such as HIPPA, UCC, UCITA and UETA, putting them in language we understand. Also-a first for our chapter seminars-you will be able to sit in on demonstrations of RIM software programs-to meet and chat with several vendors (Open Text, Gain2000, Foremost to name a couple) and actually see whether or not their programs fit your needs.

If that's not enough, Mr. Todd Conklin will have you rolling in the dining room aisle as he tells us about humor in the workplace.

Best of all, the chapter is offering the lowest seminar price ever to its members - \$75.00 for the whole day including all sessions, breakfast, lunch and breaks. We're also meeting in a beautiful setting, the Glorieta Conference Center, up by the Pecos River. All in all, we've arranged for a great day and ask that you get your registration in as soon as possible (Early registration ends on March 25).

We hope to see you there & when you get to the conference center, follow the balloons - they'll lead you right to the seminar.

For more information: <http://www.lanl.gov/nnmarma/>

***“The victory of success is half won
when one gains the habit of setting goals and achieving them.
Even the most tedious chore will become endurable
as you parade through each day convinced that every task,
no matter how menial or boring,
brings you closer to fulfilling your dreams.”
- Og Mandino***

To A Beautiful Person

*If God had a refrigerator,
your picture would be on it.
If he had a wallet,
your photo would be in it.*

*He sends you flowers every spring.
He sends you a sunrise every morning.
Whenever you want to talk, He listens.*

*He can live anywhere in the universe,
but He chose your heart.
Face it, friend—He is crazy about you!*

*God did not promise days without pain,
Laughter without sorrow,
Sun without rain,*

*But He did promise strength for the day,
Comfort for the tears,
And light for the way.*

Funnies



NNMC/ARMA Membership Meeting AGENDA –IMAGIC March 28, 2002

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
(Donna Niemi – Children, Youth and Families Dept.)
5. Adoption of Agenda
6. Approval of Minutes
 - a. February
7. Acceptance of Reports
 - a. Treasurer's Report (Barb Taylor)
 - b. Ristra Rewards (Teresa Garcia)
 - c. Membership Report (Stacey and Jerrold)
8. Unfinished Business
 - a. Spring Seminar (Sherry Guthrie)
 - b. COTY Prep (Barb Ricci)
 - c. SIMM Plans (Barb Ricci and Karen Kreutzer)
 - d. Other
9. New Business
 - a. Upcoming Board Positions (Karen Kreutzer)
 - b. Other
10. Presentation: "How to use FIND IT Database and Tour of the State Library." Presenter, Marci Smith –State Publication Librarian (New Mexico State Library – Santa Fe)
11. Announcements
 - a. Next meetings— Board Meeting – April 4, 2002 IMAGIC Membership Meeting – TBD based on SIMM PLANS
12. Adjournment

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Northern New Mexico
Chapter-ARMA

Mission Statement

**“To Advance and Promote
Records and
Information Management
(RIM) by sharing professional
knowledge and exchange
experience and information.”**

Earned Ristra Rewards
Mean Prizes.

Earn Ristra Rewards by get-
ting involved with the chapter
There are many ways to get
prizes...

Find out at our next member-
ship meeting.



How many ristra rewards
have you earned? Teresa
Garcia can tell you.

CRM Corner—2002

-Sherry L. Guthrie, CRM-

Becoming a Certified Records Manager doesn't always lead to an immediate raise in salary. Tough news, but it's true.

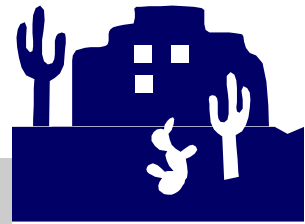
But then you ask, what are the advantages to becoming a CRM? Why did I research, study and memorize so much information, preparing for the exam? Why did I use dedicate so much of my free time to learning test strategies? Why did I put myself through the stress and suffering that a two day testing session can cause?

Here is the best answer I can offer you, after having been a CRM for a short while.

When you become a CRM, you show the world you have mastered the basics in the professional field of Records Management. Those 3 little letters in the credential field after your name show that you have a wide range of knowledge and can fill just about any type of position dealing with records. It will certainly qualify you to apply for higher paying jobs in the RIM field. Advertisements for some RIM positions now actually require you to be a CRM (this is a relatively new phenomenon-just started happening in the new millennium), so you automatically fill the criteria.

You can also be proud of yourself, give yourself a pat on the back. You've done something that only about 1200 others have done (and they are located throughout the world). Of course, once you become a CRM, now you are expected to give something back to the profession. You may want to help others receive their certification; you may want to serve on Institute for Certified Records Managers (ICRM) committees or as regional ICRM coordinators; you may want to simply help your local chapter in offering more opportunities for education in order to become a CRM. Whatever you choose, you will be amply rewarded for the time and effort that you put into becoming a CRM and that you gave back to the ICRM-the organization that made it possible.

Sherry L. Guthrie, CRM
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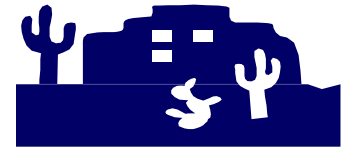
Northern New Mexico
Chapter - ARMA

“When you become a CRM, you show the world you have mastered the basics in the professional field of Records Management.”



Earn some Ristra Rewards! Submit your article for the monthly Newsletter

Chapter Committees and Chairs



- ◆ **Budget Committee**
 - ◆ **Audit Committee**
 - ◆ **Membership Committee**
 - ◆ **Program/Education Committee**
 - ◆ **Awards/Rista Rewards Committee**
 - ◆ **Newsletter/Historian/Yearbook/COTY**
 - ◆ **Nominations Committee**
 - ◆ **Project ELF Committee**
 - ◆ **Library/CRM Liaison Committee**
 - ◆ **Seminar/Publicity Committee**
 - ◆
- Barbara Taylor
Ernest Maestas
Stacey McCall and
Jerrold Ortega
Liddie Martinez
Teresa Garcia
Ana Martinez and
Barb Ricci
Karen Kreutzer
Dolores Salazar
Sherry Guthrie and
Leslie Monslave-Jones
Sherry Guthrie and
Theresa Connaughton

Anyone interested in helping in any of these committees please
Contact the Chairperson listed.

. Get involved with
your chapter. There
are lots of
educational
opportunities you
may be missing out
on.

March 2002 Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 Board Meeting @ Imagic	8	9
10	11	12	13	14	15	16
17	18 DOE Infor Tech Conf. Den- ver	19 DOE Infor Tech Conf. Den- ver	20	21 Rio Grande Chapter Seminar	22 Rio Grande Chapter Seminar	23
24	25	26	27	28 Membership Coty SF	29	30
31						



Earn Rista Re-
wards just by at-
tending the montly
membership meet-
ing

Updates and Announcements



Southwestern Region

Coming Soon

Our Chapter Newsletter will have a section for Vendor Advertisements
We will also republish job vacancies or career opportunities as a
service to our members

Don't forget

to sign up for

NNMC-ARMA Spring Seminar

See page 4 of this Newsletter or

go to our web page at <http://www.lanl.gov/nnmarma/>

Chapter of the Year

Members of the COTY committee have been meeting to prepare
this year's submission. Members will be asked to submit any
individual or group accomplishments made in records manage-
ment over the past year. Another topic that can be part of
the submission is any community volunteer work. Please keep
this in mind

“ComunicARMA” **Membership Drive -Barb Ricci**

We are currently planning our first annual Membership Drive in conjunction with our SIMM plans. We want to hear from our current membership on how we could increase our membership and more importantly how we could increase our participation of our membership. We have grown this Chapter from a very small category and are headed for the large category in a very short time. With our SIM plans we have projected a goal to increase membership by 25 – 30%. This means we will be actively recruiting new members in. Think about this ~ if every member asks a peer or a friend who is interested in learning more about the RIM or SIM profession to join, we could easily succeed our goal. We have some ideas in the works but want to hear from you on your creative ways that will energize and exceed our expectations. Please e-mail your thoughts to me at bricci@imagicidzi.com, every idea is a good idea so take a few minutes and think about how we can stimulate and introduce new membership to our organization. We value you as a member and know that together we can grow our organization and in turn we can all benefit from the added value new membership brings. The Spanish term for communication is *comunicar*; this is what ARMA is all about, so our membership drive is to communicate to potentially new members, our benefits and opportunities that can make a difference in a RIM or SIM career.